

**LIBRARY ADVISORY COMMISSION  
CITY OF MILPITAS  
Monday, July 18, 2005**

**UNAPPROVED MINUTES**

**Minutes:** Meeting of the Library Advisory Commission (LAC)  
**Date of Meeting:** July 18, 2005  
**Place of Meeting:** Milpitas City Hall, 455 E. Calaveras Blvd.,  
Committee Conference Room

**Call to Order:** Chairperson Hay called the meeting to order at 7:00 p.m.

**A. Roll Call**

Commissioners Present: Aoalin, Hay, Stephens, Wang, Montano,  
Chou  
Alternates Present: Estioko, Phan  
Commissioners Absent: Estandarte  
City Council Liaison Present: Councilmember Giordano  
City Staff Present: Recreation Program Coordinator, Aaron Bueno  
Recreation Supervisor, Kerrilyn Ely  
Capital Improvement Program (CIP) Manager,  
Mark Rogge  
County Staff Present: Community Librarian, Linda Arbaugh  
County Librarian, Melinda Cervantes

**B. Seating of Alternates**

Alternate Estioko was seated for Commissioner Estandarte.

**C. Flag Salute**

Chairperson Hay led the Commission in the Pledge of Allegiance

**D. Approval of Minutes**

**MOTION** to approve with the following changes to minutes of May 16, 2005:

- 1) Remove: Section D, item 6) Section I: 1.4, seventh paragraph, change "Commissioner Hay nominated..." to "Commissioner Davis nominated..."
- 2) Section H, 1.1: paragraph ten, second sentence, change "correct" to "current."
- 3) Section H, 1.1: paragraph twelve, second sentence, remove "on."
- 4) Section H, 1.1: paragraph thirteen, correct second sentence to read, "Rogge said that both intersections near the entrances to the west and east lots would have signals."

- 5) Section H, 1.3: paragraph two, second sentence, change “mobile book stage” to “bookmobile.”
- 6) Section I, 1.2, paragraph two, third sentence, omit “and possibly Sundays.”
- 7) Section I, 1.2, paragraph seven, first sentence, omit “Sundays and.”
- 8) Section I, 1.3, paragraph four, second sentence, change “McKee” to “McGee.”
- 9) Section I, 1.3, paragraph five, first sentence, change “may” to “many.”
- 10) Section I, 1.3, paragraph six, first sentence, omit “to ensure.”

**MOTION** to approve the Minutes of May 16, 2005 as amended.  
M/S: Estioko/ Hay Ayes: All

**E. Announcements and Correspondence:**

Chairperson Hay introduced two new Library Advisory Commission Alternates Elpidio Estioko and Ha Phan. Both alternates gave a brief personal background and expressed their excitement to be part of the Commission.

Chairperson Hay reported that the LAC participation in the City of Milpitas 4<sup>th</sup> of July Parade was low. Three commissioners were present. Chairperson Hay suggested the Commission consider participation next year.

**F. Citizens Forum:**

None

**G. Adoption of Agenda**

**MOTION** to approve Agenda of July 18, 2005.  
M/S: Stephens/Aoalin Ayes: All

**H. Unfinished Business:**

**1. Library Building Project Update**

City of Milpitas CIP Manager Mark Rogge provided a PowerPoint presentation, which included an update on the library design

development, a preview of the parking designs and the project schedule. Mr. Rogge also reviewed the solar analysis for the interior of the building and reviewed library floor modifications.

Commissioner Chou suggested half-height book stacks near the computers to avoid blocking and isolation of the computers.

Commissioner Wang asked if the west parking structure would be used solely for library use. Rogge reported that the structure would be for general use of mid-town patrons.

Chairperson Hay asked if outdoor seating would be provided around the trees in front of the library. Rogge said that the next presentation will preview the outdoor refinements, including seating options in the outside plaza.

County Librarian Cervantes asked if barrier posts would be provided in front of the library's entrance to prevent automobiles accidents against the building. Rogge responded that traffic barriers would be included in future designs.

Chairperson Hay thanked Rogge for the update and encouraged all Commissioners to attend the Library Sub-Committee meeting on July 26 at 6:00 p.m. in the Committee Conference Room. Rogge explained that the next Library Subcommittee meeting will review the west and east garages.

## **2. Donor Recognition Subcommittee Update**

Commissioner Chou presented pictures of various library donor recognition boards. Chou also reviewed the levels of recognition used in Burlingame and San Leandro. She also expressed the need for the recognition board to be compatible with the library design.

Rogge suggested that information such as the number of donor names, size, scale of donations and other helpful guidelines defining expectations would help the architects assist us in finding the right design. This information should be forwarded to the Library Subcommittee as soon as possible.

County Librarian Cervantes added that most libraries maintain donor recognition boards by "Friends of the Library" groups who will be the recipients of the donations.

Commissioner Wang asked if the names on the recognition board would be permanent. Commissioner Chou reported that all libraries researched thus far have permanent names.

Commissioner Chou and Montano will research more libraries and designs. They will report at the next LAC meeting.

## **I. New Business**

### **3. Staff Update on Expanded Library Hours**

Councilmember Giordano reported that Transient Occupancy Tax (T.O.T.) balance of \$5 million would cover the reinstatement of Monday hours and the expansion of Tuesday hours.

Beginning August 29, 2005, the Milpitas Library hours will be as follows:

Monday-Thursday, 10:00 a.m.-9:00 p.m.

Friday and Saturday, 10:00 a.m.-6:00 p.m.

Sunday, 12:00 p.m.-6:00 p.m.

The library hours will be in effect until June 2006.

Councilmember Giordano also shared that the Milpitas Library is the only library open seven days a week in the Santa Clara County.

Commissioner Estioko suggested the creation of flyers to promote the new Library hours. Cervantes also suggested new bookmarks with library hours printed. Principle Administrative Analyst Cindy Maxwell suggested a posting on the City website and a press release to the Milpitas Post.

### **4. Staff Update on Library Operations Analysis**

Principal Administrative Analyst Cindy Maxwell reviewed the Updated Library Operations Analysis and Request for Proposal (RFP) –Library Service Alternatives Study for the City of Milpitas documents. The analysis reports the Milpitas Library operations and funding as a basis to begin consideration of the value and structure of Milpitas Library services. The RFP aims to evaluate alternative operating models for City Council consideration.

Chairperson Hay stated that she had never heard of the study until now. She also questioned the possible impacts that independent operations would have on the new library design, spatial needs and costs of equipment and staff.

Maxwell explained that all costs would be addressed in the study of alternatives. The consultant chosen through the RFP process is to assume the library has already been built.

Commissioner Montano asked if the LAC would have input in the decisions.

Councilmember Giordano replied that while the evaluation is a direction from Council, input from the LAC would be valuable.

Commissioner Chou also noted an error in the RFP, Special Election Results, as Campbell is listed twice. Maxwell corrected the Special Election Results, noting the second listing of Campbell should be listed as Cupertino.

Councilmember Giordano also stated that the T.O.T balance would cover the \$65,000 cost of the RFP.

## **X. Other Business**

### **5. Friends of the Milpitas Library**

Commissioner Stephens reported that the Friend's book sale on Saturday, July 16 earned slightly less than \$500.

### **6. County Librarian Report**

County Librarian Cervantes reported that the Library Joint Powers Authority met on June 9 and approved the fiscal year 2005-06 Recommended Library Budget of \$30.8 million. Since the passage of Measure A in May, \$5.4 million has been restored to the budget for books and hours.

Recruitments are underway for nearly 40 librarians, clerks and page positions. Interviews will be conducted throughout the summer with new hires beginning in late August or early September.

A pilot program was conducted in April and May at the Alum Rock Library for a time management system for Internet computers. Four additional installations have been completed, including Milpitas Library on May 10. The remaining four libraries will be installed by the end of August.

In August, the Library will begin offering downloadable audio books for Recorded Books, a Net library service.

### **7. Community Librarian Report**

Community Librarian Linda Arbaugh reported the replacement of a compressor for the HVAC system in the Milpitas Library.

New neon CLOSED and OPEN signs have been mounted above the front doors of the Library and are visible from the parking lot. Community Librarian Arbaugh thanked Commissioner Dave Stephens for mounting the signs.

The Summer Reading Club participation has increased 15-20 % from last year with 143 sign-ups for the teen program, over 1,000 for the elementary program and 153 for the Good Listener Club.

The book group this month is reading Rachel Calof's *Story A Jewish Homesteader on the Northern Plains*.

In September, all of the County libraries will have programs with a River Rhapsody theme. At the Milpitas Library, two employees of REI will host a presentation on river rafting on September 10.

"Mild, Mild West week will be held July 19-23. A week of western themed programs will take place, culminating with "Cowboy Jazz" on the lawn between the Library and the Community Center on Saturday, July 23, from 5:00-7:00 p.m.

A beautiful mural from the Alum Rock Library has been salvaged and hopefully added to the new library. Community Librarian Linda Arbaugh thanked Dave Stephens, Karen Armendariz and artist Theresa Parham for their efforts in the project.

Debra Lurie, half-time Adult Librarian, and Frances Amato, full-time Senior Clerk, have joined the Milpitas Library staff in June.

The Milpitas Library will be closed on Sunday, September 4 and Monday, September 5, for Labor Day weekend.

## **8. City Council Report**

Councilmember Giordano reported that at the June 7 Council meeting, the Council approved the 2005-06 Operating Budget. Council also approved appointments to various commissions, except Open Government Commission and adopted an ordinance temporarily banning Medical Marijuana Dispensaries.

On June 21, Council approved monies from the T.O.T. to fund library hours on Mondays and extend hours on Tuesdays. Council also approved budget appropriation to hire a consultant to study the library operational funding alternatives.

On July 7, Council adopted the Sign Ordinance and the Draft Economic Strategic Plan. Council also established the Public Art Committee and Ordinance.

**9. City Staff Report**

Kerrilyn Ely, Recreation Services Supervisor, invited all Commissioners to join Recreation Services at the Summer Concert Series. Dates and park locations are as follows:

7/26 - Pinewood Park

8/9- Hall Park

8/23- Civic Center/City Hall Plaza

Kerrilyn Ely also invited Commissioners to the Rainbow Theater production of Music Man beginning July 28 at the Milpitas Community Center, and encouraged Commissioners to visit our facilities and see all of Recreation Services' great programs.

**10. Future Agenda Items**

Library Building Project Update

Donor Recognition Subcommittee Update

**11. Adjournment**

There being no further business, Chairperson Hay adjourned the meeting at 8:54 p.m. to the next regularly scheduled meeting on September 19, 2005.

M/S: Stephens/Hay

Ayes: All